

PART	CHAPTER	PAGE	DATE
TWO	5	34	10/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

ALL ARIZONA MUNICIPALITIES

Function:

Mayor's Office

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	NOTE: Any records of this office may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these documents.					
1	Constituent correspondence a. Regarding public policy b. Other		- -	- -	Perm 4	Preserve pursuant to A.R.S. §39-101 After calendar year created or received
2	Council communications including memos, notes, e-mail, etc.		-	-	4	After calendar year created or received
3	Speeches including drafts, written copies and recordings: a. Annual b. Final version c. Drafts		- - -	- - -	4 Perm 4	After date of speech (Official copy at municipal clerk's office.) Preserve pursuant to A.R.S. §39-101 After date of speech

Approved by:

X

Madeline Wells
Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001